

# MiSiS – My Integrated Student Information System

## RETENTION WARNING & ENTERING A RETENTION

JOB AID  
06/09/15

### Teacher Role

This job aid is designed to provide instruction with the process to generate a **Retention Warning**.

Users with the **Teacher** role will be able to perform the task outlined in this document. The job aid was created using the **Teacher** role.

**Step 1** Log into MiSiS with the following URL: <http://misis.lausd.net/start>, from your internet browser, using your single sign-on (SSO) user ID and password.

**Step 2** Select the correct **user role** from the landing page, as required.

**Step 3** In **Roster View**, locate the student to be retained and click the **Action** button on the same row to the right, and the menu displays below.

The screenshot shows the MiSiS Roster View interface. At the top, there are navigation tabs for 'Students', 'Admin', and 'Reports'. Below the tabs, there are filters for 'View: Roster', 'Sort by: First Name, A-Z', and 'Attendance Date: Fri 10/31/14'. A 'SUBMIT ATTENDANCE' button is visible. The main table has columns for '#', 'Last Name', 'First Name', 'Student Code', 'Home Room', 'Grade', 'Period Attendance', and 'Home Phone'. Two rows are shown: one for EDWARDS (Grade 2, Period Attendance A:8 T:8) and one for GOMEZ (Grade 2, Period Attendance A:0 T:0). A red circle with the number 3 is placed over the 'Action' button for the EDWARDS row, with a blue arrow pointing to it.

**Step 4** Click on **Retention Warnings**.

The screenshot shows the Action menu in MiSiS. The menu is open, showing various options. A red circle with the number 4 is placed over the 'Retention Warnings' option, with a blue arrow pointing to it.

Action
Alerts
Assessments
Attendance
Census
Contact Info
Demographics
Enrollment
Grades
Groups
Record Requests
Retention Warnings
Schedule
STT Referral
Student Services
Support Referral
Transfers
Transcripts
Withdrawal History
Year End Flag
Edit Schedule

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**Step 5** The **Student Profile** window displays. Click the **+ Add new record** link.

The **View Retentions Warning Notices** screen displays below.  
A brief description of each field follows.

- **School Term** – Select the appropriate School Term
- **Grading Period \*** – Select the appropriate Grading Period
- **Warning Notice Sent** – Select the Warning Notice Sent Date
  - **Note:** Warning Notice needs to be entered for Grading Period 2 for school to be able to enter Retention in Grading Period 3.
- **Retained \*** – Select the appropriate Warning Notice
  - For **Grading Periods 1 and 2**, the **Retained** dropdown contains **May Be Retained**.
  - For **Grading Period 3**, the **Retained** dropdown contains **Will Be Retained**.
  - **Note:** **Will Be Retained** will activate the **Retention Date**, **Grade**, and **Reason** fields.
- **Retention Date** – Select the Retention Date
- **Retention Grade** – Select the Retention Grade
- **Retention Reason** – Select the Retention Reason

MEM – 5127.4 Dates for Required Progress Reports in Elementary Schools 2014-2015  
Attachment B – SUBJECT: ELEMENTARY RETENTION AND WARNING NOTICES VIA MiSiS

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**Step 6** Complete the parameters as needed. A completed sample is shown below.

The screenshot shows a web form titled "View Retention Warning Notices". At the top left is a "+ Add new record" button and at the top right is a "Refresh" button. Below these is a table header with columns: Term, Grading Period, Warning Notice Sent, Retained, Retention Grade, Retention Reason, and Retention Date. Under the header, there is a "Submit Retention Warning Notice" section with several fields: "School Term" (dropdown menu showing "2014-2015 A-Track Fall"), "Grading Period" (dropdown menu showing "1"), "Warning Notice Sent" (calendar icon and date "10/30/2014"), and "Retained" (dropdown menu showing "May be retained"). To the right of these fields are "Retention Date" (calendar icon), "Retention Grade" (dropdown menu showing "- Please Select -"), and "Retention Reason" (dropdown menu showing "- Please Select -"). At the bottom of the form are "Save" and "Cancel" buttons.

**Step 7** After completing the data entry, click the **Save** button.

**Step 8** The **Retention Warning** record will display in a list. Click the edit icon to edit the information.

**Note:** If multiple records have been entered, you have the ability to sort entries ascending or descending by clicking on the column headers.

The screenshot shows the "View Retention Warning Notices" list view. It features a "+ Add new record" button at the top left and a "Refresh" button at the top right. Below is a table with the following data:

Term	Grading Period	Warning Notice Sent	Retained	Retention Grade	Retention Reason	Retention Date		
2014-2015 A-Track Elementary	3	11/14/2014	Will be retained	4	Standards Based Promotion	06/05/2015		